



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200723

POSITION: Process Improvement Audit Supervisor

LOCATION: State Purchasing
Knowledge Center Section
200 Piedmont Avenue
13th Floor, West Tower
Atlanta, GA

APPLICATION DEADLINE: Open until filled

WHO MAY APPLY: All Applicants

PAY GRADE: 16

PAY GRADE SALARY RANGE: \$3,158.44-\$5,535.46 per month

GENERAL DESCRIPTION: Join the State of Georgia and lead us through a transformation in adopting best practices in procurement.

The Process Improvement Audit Supervisor will serve as a supervisor over an audit team in the performance of procurement compliance audits of state entities. The position is located in State Purchasing's Knowledge Center section. The Process Improvement Audit Supervisor will be responsible for assigning work, coaching, and evaluating the performance of team members. This position will also assess, develop, and implement strategic and progressive procurement process improvements to enhance performance with best in class procurement processes.

MINIMUM QUALIFICATIONS: Completion of a Master's degree from an accredited college or university

AND

Four years of professional procurement experience which included buying, managing contracts, or reviewing procurement documents for compliance with established rules and regulations

OR

Completion of a four-year degree from an accredited college or university

AND

Six years of professional procurement experience which included buying, managing contracts, or reviewing procurement documents for compliance with established rules and regulations

OR

Ten years of professional procurement experience which included buying, managing contracts, or reviewing procurement documents for compliance with established rules and regulations

OR

Two years of experience as a Process Improvement Auditor.

**PREFERRED
QUALIFICATIONS:**

Preference will be given to those applicants who, in addition to meeting the minimum qualifications, also possess one or more of the following:

- Master's degree in Business Administration (MBA) or Public Administration (MPA)
- Bachelor's degree in Business Administration, Purchasing, Accounting, or a related field
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM)
- Prior State of Georgia procurement experience (e.g. drafting, reviewing, or managing complex procurements for the State of Georgia)
- Experience conducting compliance audits
- Experience supervising a team of professionals in various procurement activities
- Experience using auditing software (e.g. AutoAudit for Windows, SNAP! Reporter)
- Experience using PeopleSoft Financials 8.8